

QUARTERLY PERIOD: \_\_\_\_\_ Approved For Release 2003/11/06 : CIA-RDP85-00988R000300020071-0

I. <u>TYPES OF VEHICLES</u>	<u>Number of Assigned Vehicles</u>	<u>Number of GSA-Leased Vehicles</u>	<u>Total Miles Driven</u>
A. Subcompact/Compact Sedans, Station Wagons	_____	_____	_____
B. Midsize Sedans, Station Wagons	_____	_____	_____
C. Large Sedans, Station Wagons	_____	_____	_____
D. Trucks	_____	_____	_____
(1) Gasoline	_____	_____	_____
(2) Diesel	_____	_____	_____
E. Buses	_____	_____	_____
(1) Gasoline	_____	_____	_____
(2) Diesel	_____	_____	_____
TOTALS.....	_____	_____	_____

II. <u>FUEL CONSUMPTION</u>	<u>Gallons</u>	<u>Gasoline Cost</u>	<u>Gallons</u>	<u>Diesel Cost</u>
A. Dispensed from Agency pumps	_____	_____	_____	_____
B. Purchased Commercially	_____	_____	_____	_____
(1) Imprest Funds	_____	\$ _____	_____	\$ _____
(2) Credit Cards	_____	\$ _____	_____	\$ _____
C. GSA Interagency Motor Pool System	_____	_____	_____	_____
TOTALS.....	_____	\$ _____	_____	\$ _____

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ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Quarterly Reporting of Vehicle Mileage and Fuel Consumption

FROM: James H. McDonald  
Director of Logistics  
2C02 ☐

EXTENSION

NO.

OL 0 1662

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Development  
and Engineering  
6B03, Hqs.2. Director of Sigint  
Operations  
7B24, Hqs.3. Director, NPIC  
1S316, Bldg. ☐4. Director of Data  
Processing  
2D0105, Hqs.5. Director of Personnel,  
Policy, Planning and  
Management

6. 5E-13, Hqs.

7. Chief, Office of  
☐

8. 6E-10, Hqs.

8. Director of Finance  
616 Key9. Director, Geographic and Cartographic  
Research  
1232 Ames10. Director of Central Reference  
Attn: Acquisition & Dissemination  
Division

11. GH0922, Hqs.

12. Chief, Soviet East  
European Division  
5B4803, Hqs.13. Director, Office of  
Current Operations

14. 7F33 Headquarters

15.

The attached request for quarterly vehicle mileage and fuel consumption data applies only to those Agency-assigned or leased vehicles of your component which are located in CONUS.

Also attached FYI is a memorandum to the DCI from the Administrator of GSA emphasizing the President's continuing deep concern to reduce gasoline consumption by at least 10 percent within all Federal Agencies.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Reporting of Vehicle Mileage and Fuel Consumption

FROM: James H. McDonald  
Director of Logistics  
2C02 ☐

EXTENSION

NO.

OL 0 1662

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director, ☐  
1005 Key
2. Director of Technical Service  
212 South Building
3. Director of Security  
GE31 Headquarters
4. Director of Training  
936 C of C
5. Chief, Operations Support Group  
1E4846 Hqs.
6. Director of Communications

7.

811 Key

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The attached request for quarterly vehicle mileage and fuel consumption data applies only to those Agency-assigned or leased vehicles of your component which are located in CONUS. To facilitate reporting, it is suggested that feeder input from your various activities be combined and consolidated into one overall report for submission to the Plans and Programs Staff, OL on a quarterly basis.

Also attached FYI is a memorandum to the DCI from the Administrator of GSA emphasizing the President's continuing deep concern to reduce gasoline consumption by at least 10 percent within all Federal agencies.

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ONLY

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

QUARTERLY REPORTING OF VEHICLE MILEAGE AND  
FUEL CONSUMPTION

FOR COMPONENTS HAVING  
MORE THAN ONE ACTIVITY  
WITH ASSIGNED OR  
LEASED VEHICLES

FROM: JAMES H. McDONALD  
DIRECTOR OF LOGISTICS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STAT 1. DIRECTOR, [REDACTED]  
1005 KEY BLDG. ✓

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quarterly vehicle mileage and fuel  
consumption data applies only to  
those Agency-assigned or leased  
vehicles of your component which  
are located in CONUS. To facilitate  
reporting, it is suggested that  
feeder input from your various  
activities be combined and  
consolidated into one overall  
report for submission to the Plans  
and Programs Staff, OL on a  
quarterly basis.

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Administrator of GSA emphasizing  
the President's continuing deep  
concern to reduce gasoline  
consumption by at least 10 percent  
within all Federal agencies.

STAT 6. DIRECTOR OF COMMUNICATIONS  
[REDACTED]  
811 KEY BLDG. ✓

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

QUARTERLY REPORTING OF VEHICLE MILEAGE AND FUEL CONSUMPTION

FOR COMPONENTS WITH ONLY ONE ACTIVITY WITH ASSIGNED OR LEASED VEHICLES

FROM: JAMES H. McDONALD  
DIRECTOR OF LOGISTICS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DIRECTOR OF DEVELOPMENT, ENGINEERING  
6B03 HQS.

2. DIRECTOR OF SIGINT OPERATIONS  
7B24 HQS.

3. DIRECTOR, NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER  
1S 316 BLDG

4. DIRECTOR OF DATA PROCESSING  
2D0105 HQS.

5. DEPUTY DIRECTOR OF PERSONNEL, POLICY, PLANNING AND MANAGEMENT  
5E 13 HQS

6. [REDACTED]  
GG 2709 HQS.

7. DIRECTOR OF FINANCE  
616 KEY BLDG.

8. DIRECTOR, GEOGRAPHIC & CARTOGRAPHIC RESEARCH  
1232 AMES BLDG.

9. DIRECTOR OF CENTRAL REFERENCE  
ATTN: ACQUISITION & DISSEMINATION DIVISION  
2E 6104 HQS.

10. CHIEF, SOVIET EAST EUROPEAN DIVISION  
5B 4803 HQS.

11. DIRECTOR, OFFICE OF CURRENT OPERATIONS  
7F 33 HQS.

12.

13.

14.

15.

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